

**BY ORDER OF THE COMMANDER  
62D AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 25**

**62D AIRLIFT WING  
Supplement 1**

**17 JANUARY 2004**

**Supply**

**BENCH STOCK SUPPORT**

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This supplement provides instructions on establishing, adding to or deleting from a Bench Stock. This supplement applies to all Air Force Reserve, Western Area Defense Squadron and Air National Guard units attached to McChord AFB.

**AFMAN 23-110, Vol 2, Part 2, Chap 25, is supplemented as follows:**

### ***SUMMARY OF REVISIONS***

Changes office symbols and office titles to reflect merger of supply into Mission Support Group. **A bar (|) indicates a revision from the previous edition.**

| 25.7.2. Organizations may request that items be added to their bench stock at any time by annotating the M04 Listing or submitting a letter, telephone call, e-mail, etc. to Customer Service Section (62 LRS/LGRSC).

**25.9. Management of Empty Bins.** Bench stock will be reorganized periodically to fill in the bins left empty when items are deleted. Each supported activity's bench stock monitor will be responsible for the reorganizing.

25.11.1.4.2. Thirty stockage days will be used in the computation of authorized quantities.

25.11.1.5. Supported activities will accomplish weekly walk-throughs, inventory, binning and maintenance of placards.

25.12.2. When necessary, excess exception codes will be used. See AFMAN 23-110, *USAF SUPPLY MANUAL*, Vol II, Part Two, Chapter 19, Attachment F-3, Paragraph F3.1.

| 25.16.3.1. All bench stock replenishment orders will be faxed, emailed or delivered to 62 LRS/LGRSC for input, except orders for account 128BR which is managed and maintained by Aircraft Parts Store (62 LRS/LGRDMA).

25.17.2.1. From 0700 to 1530, Monday through Friday, except holidays, routine bench stock requirements will be submitted to the 62 LRS/LGRSC. Urgent bench stock requirements will be submitted to 62

LRS/LGRDMA. Urgent requirements submitted to 62 LRS/LGRDMA should be for the required quantity only, not the total bench stock authorization.

25.17.2.2. Vehicle Dispatch (62 LRS/LGRVO) will deliver all bench stock property, with the exception of organization/shop code 128BR.

25.23.1. The Semiannual Joint Bench Stock Review will be discontinued. 62 LRS/LGRSC will perform a Phase II Joint Bench Stock Review annually.

25.23.3.1. **NOTE.** 62 LRS/LGRSC will process the S04/NGV811 *Organization Bench Stock Listing* in Item Number, Stock Number and Part Number Sequence for each Organization Bench Stock six months after the Phase II Annual Joint Bench Stock Review.

**Attachment 25A-9 (Added)**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**62 LRS/LGRSC**—Customer Service Center

**62 LRS/LGRDMA**—Aircraft Parts Store

**62 LRS/LGRVO**—Vehicle Dispatch

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